MARICOPA COUNTY JOB DESCRIPTION

**RESEARCH DATA MANAGEMENT
AND GRANT DEVELOPMENT ANALYST**

MARKET RANGE TITLE:	**MANAGEMENT ANALYST**
DEPARTMENT:	**EDUCATION SERVICE AGENCY**
DIVISION/SECTION/UNIT:	**TEACHING AND LEARNING (LOW ORG - 3750)**
FLSA STATUS:	**EXEMPT**
CLASSIFIED/UNCLASSIFIED:	**UNCLASSIFIED/CONTRACT**
SALARY:	**$21.45 – $35.05 (44,616 – 72,904)**

PURPOSE STATEMENT:
Position provides leadership in Data Management and Grant Development for the Maricopa County Education Service Agency in support of Maricopa County School Districts and Charter Schools. Collaborates with the Arizona Department of Education and other County, State, National and local Agencies to secure competitive and entitlement funding for Superintendent's Department, Districts and Schools through the following Duties:

Position facilitates the design, development and writing of grants to support strategic planning; conducts comprehensive analysis and research on State and Federal competitive and entitlement grants to ensure high percentage point accomplishment for all submitted grant applications. The position also develops effective processes and procedures, to facilitate the acquisition of fiscal resources, in support of educational strategic and tactical plans. Coordinates and facilitates strategic partnerships to ensure high quality competitive and entitlement grants are captured.

- Conducts research, data collection, analysis, and dissemination of results for MCESA projects and programs.
- Gathers data from disparate systems
- Ensures data integrity, research quality and effective program communication.

PRIMARY DUTIES:
The Primary Indicators/Descriptors include, but are not limited to:
1.0 Facilitates the Design, Development and Writing of Grants to Support Strategic and Tactical Planning (Standards 1, 2 and 4)
    1.1 Facilitate and coordinate MCESA grant related meetings for logistical planning, grant monitoring, and research and reporting
    1.2 Meet with Administrator for Research and Evaluation on a regular basis to evaluate grant capacity, need, and feasibility before developing grant proposals
    1.3 Generate and write proposals and supporting documents in response to competitive grant requests/openings

1.4 Provide timely submission of well-researched, well-written and well-documented grant proposals to generate revenues for achieving MCESA's goals.

1.5 Provide leadership in attracting funding and partners to support Department strategic and tactical plans

1.6 Serve as central contact point for all stages of grant development.

1.7 Work at all levels within the departments such as Chief Deputy, Department Heads, staff and County Finance to comply with grant rules and regulations in monitoring and reporting the financial side of the grant expenditures

2.0 Conducts Comprehensive Analysis and Research on State and Federal Competitive and Entitlement Grants to Ensure High Percentage Point Accomplishment for all Submitted Grant Applications (Standard 3 and 6).

2.1 Research and develop proposals for federal, state and/or local grant monies in accordance with application standards, for educational programs that support improvements in teaching and learning

2.2 Search by internet, develop procedures for grant needs with each school and communicate by email, meetings or other forms of communication to obtain required data from schools that can assist MCESA in making the best program or grant related choices for each school. Search by internet for available grant programs by using the data extracted from the criteria obtained from information through specific surveys, meetings or individual school requests

2.3 Gather, compile, input and maintain, in a database, all project data for processing of grant applications and facilitating evaluation of programs

2.4 Participates in program evaluation for all competitive grants.

2.5 Gathers, compiles, synthesizes data and research to draw conclusions and make recommendations on programs and projects.

2.6 Uses State, County, and Local process and project data to establish needs for constituents

2.7 Reports on student achievement for State, County, Districts, and Charters

3.0 Data Management (Standards 3 and 9)

3.1 Determines data design: collect, synthesize and evaluate data for needs assessment, progress monitoring, benchmarking and summative data relative to process and product on grants obtained and managed through MCESA.

3.2 Coordinate with the Department the requisite academic student data needed to establish "benchmarks" required for the effective design of student instruction and other activities such as:

3.2.1 Assist with the development of pre, progress, and "benchmark" (summative) assessment data (e.g., AIMS)

3.2.2 Collaborate, with the Arizona Department of Education, with the development and implementation of Educational Data Specifications.

3.2.3 Assist with the development for "Linkage" of teacher data with student performance data.

3.2.4 Coordinate, with the Arizona Department of Education, "Alignment Data Definitions" and design specifications for use in determining Student Academic Progress and Achievement.

3.2.5 Assist Administrator for Research and Evaluation to develop and implement professional development programs that will ensure educators, policymakers and parents know how to use the data and that the data are used to drive instruction and curriculum decisions.

3.2 Research and compile background information from diverse sources for the preparation and submission of grants, proposals, and other dissemination documents.

3.3 Creates and maintains MCESA and Maricopa County District 'report cards' containing all relevant data on student academic progress throughout the county and for all MCESA projects/programs.

4.0 <u>Provides Accurate Grant Reporting (Standards 4 and 9)</u>

4.1 Ensure overall quality and accuracy of all grant related documents leaving Department

4.2 Create and maintain database for grant partners, service providers, and grant issuing agencies

4.3 Co-write reports and communicates process and product results from all awarded grants

4.4 Assist Admin for Research in the dissemination of communication about grant process and product to Federal, State, Local agencies, Local partners, and concerned parties in the field

4.5 Serve as a liaison to all funding agencies or organizations

4.6 Participate in and report on grant related meetings, collaboration, and training as appropriate

5.0 <u>Liaise with Fiscal and Budget Management as Required by Federal Regulations, State Statues and Uniform Systems of Financial Reporting (Standard 4 and 7).</u>

5.1 Communicate with economic management to ensure compliance with all Local, State, Federal and specific grant laws, policies, and procedures

5.2 Ensure that all standards operational and regulatory functions are followed

5.3 Liaise with Economic management on all records, files, and databases to ensure they are updated and amended when grant information changes

6.0 <u>Competence & Integrity (Standard 5).</u>

6.1 Supports staff in the coordination of program activities as they relate to data use and data management systems.

6.2 Provides technical support to school district personnel, MCESA staff, and ADE staff to access and use project data in a safe, secure, and appropriate manner as dictated by district, county, state, and federal data requirements and agreements (e.g. FERPA).

6.3 Responds to and contributes to the resolution of data collection, validation, and reporting challenges encountered by school district personnel.

6.4 Researches and compiles background information from districts and other sources for the preparation and submission of grant requirements.

6.5 Researches and compiles formative and summative data from districts and other sources for communication and monitoring of program progress.

6.6 Maintains confidentiality as required to effectively support implementation of the MCESA programs.

6.7 Establishes and maintains procedures to protect the rights of students and staff and adhere to policies, and laws.

6.8 Demonstrates sensitivity and cultural proficiency when interacting with all stakeholders.

6.9 Actively participates in team professional development opportunities, reads current research and literature, and attends key meetings to ensure expertise relative to scope of work.

6.10 Serves as back-up Help Desk support for the Assessment System and RDSS.

REPORTING STRUCTURE:

A. Supervision Received:
- Administrator for Research and Evaluation

B. Supervision Exercised:
- None

QUALIFICATIONS*

A. Minimum education and/or experience:
- A Bachelor's degree in Education, Social Science, or Business Administration, which would develop a comprehensive knowledge in data collection, analysis, and dissemination and grant development and management

B. Other combinations of education, experience, or training that may be considered in substitution for the minimum requirements:
- Minimum of five (5) years of successful experience in writing educational grants, researching and collecting data, and/or maintaining data files

C. Preferred education and/or experience:
- Knowledge of K-12 district and school assessments
- Experience working with statistical analysis programs (e.g., SPSS, Excel)
- Working knowledge of database systems (e.g. MS SQL)

D. Knowledge, Skills, and Abilities:
- Ability to gather, compile, synthesize large quantities of data and research to draw conclusions and make recommendations
- Applicable techniques used in studying educational programs, including project planning, reporting, processes and evaluation
- Competence of educational methods and practices including the analysis of both qualitative and quantitative research data
- Computer Literate: Microsoft Word, Excel, PowerPoint, Access, and Email
- Ability to understand and develop educational grants
- Ability to apply professional knowledge and administrative ability to the specific education project

- Ability to reason logically and think independently on educational projects
- Exceptional technical writing skills
- Ability to travel to MCESA school districts, both local and remote.
- Strong interpersonal, customer service, communication, and telephone skills.
- Evidence of collaborative skills.
- Excellent communication skills (written and oral).
- Evidence of problem solving ability.
- Resourceful and adaptable.
- Willingness to perform up to the highest measure of competence.
- Respected professionally.
- Strong working knowledge and ability to collect, manage, report, and coordinate student information within school districts following FERPA requirements.
- Strong working knowledge of ways to legally disseminate student information with officially sanctioned partners, and entities following FERPA requirements.
- Strong working knowledge of data articulation between Student Information Systems.
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E. Specialized training, certifications, or other special requirements:
- Data teams, Decision Making for Results (DMR), Grant writing and management training preferred
- Valid Driver's License required

F. Preferred special requirements:

G. Special working conditions: